App. F. IX-4

Previous References
Census. 10-29-5.

1939-40
(Census)

File No. 35-39
Serial Nos. 1-2

Later References.
Census 35-39-2

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-2

Part B for June 1940

SUBJECT.

Mysore Census Code 1941
Part I.

Mysore Census Code.

5031

General and Revenue Secretariat | File No. of 194 Gm. [App. F. III–2

Serial No.

From the Census Superintendent,
Letter No. 077 dated 25.5.40.
Forwards for approval of Govt part I of the Mysore Census Code 1941 (provisions proposed to be issued.

The present draft Code is stated to be based on the Census Code of 1931, and two important changes have been adopted under instructions of the Census Commissioner for India and in accordance with the decision arrived at during the Census Conference in Delhi in February 1940. The modifications are (1) that the final enumeration on 1/3/41 commence at Sunrise instead of at 7 p.m as hitherto, and (2) that the enumeration and noting of particulars of an individual will be done on the slips directly. (avoiding the old practice of first noting the particulars in schedules and then copying them on slips which would entail much time and expenditure).

Cag. B' in para 4 page 2. in 1931.

-4-

this saves trouble as will be obvious

2) The Census Superintendent requests approval of the Code with the two modifications noted above.

28/5. Submitted with a draft G.O. for consideration.
29. of 1941

The draft census code is based on the Code of 1931, with the two modifications mentioned above it is

Mysore Census Code - 1741
5031

Census File No. 35 — G.M. of 1939

General and Revenue Secretariat.

Serial No.

stated that these changes are made in accordance with the decision arrived at during the Census Conference in February 1940.

In addition to the two important changes mentioned above, there are some minor changes (vide page 5, page 6, page 8, page 9, page 12 & page 15,) these are self-explanatory. I have gone through the old & new codes carefully.

The code as revised may be approved. No G.O approving seems necessary. A draft letter approving is submitted.

31/7

Dept Secy

SECT. DEPT. 3. JUN. 1940 GOVT OF MYSORE

Mysore Census Code.

5031

General and Revenue Secretariat | File No. | of 194 | Gm. [App. F. III–2

Serial No.

From the Census Superintendent,
Letter No. 077 dated 25.5.40.
Forwards for approval of Govt part I of the Mysore Census Code 1941 (provisional) proposed to be issued.

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Mysore Census Code - 1941

5031

Gm

General and Revenue Secretariat | Census File No. 35 of 1939 | [App. F. III–2

Serial No.

Census 35-39 —/

9-R.5031

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

Dated Bangalore, 25th May *1940*

1077

27 MAY 1940 GOVT. OF MYSORE

FROM

P. H. KRISHNA RAO, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE,
BANGALORE.

Census 27/5/40

To

Charles E Noronha, Esq., M.A.,
Secretary to Government,
Development Department,
Bangalore.

SIR,

I have the honour to forward herewith for the perusal and approval of Government Part I of the Mysore Census Code, 1941 (Provisional) which I propose to issue. . It is based on the Census Code of 1931 with two important modifications viz., (1) the final enumeration on 1st March 1941 will begin at sunrise instead of at 7 P.M., as during the former Censuses and (2) the particulars about an individual will be noted ~~directly~~ on slips instead of first in schedules, from which they would be copied on to slips as in the previous censuses. These modifications are under the instructions of the Census Commissioner for India and are in accordance with the decisions at the Census Conference in Delhi held in February 1940.

2. The enumeration during the day will obviate a great deal of inconvenience both to the enumerator and the enumerated and will give a longer time to the enumerator to go the final round. This has been made possible by what is called a de jure Census this time as opposed to the de facto Census in former decades. That is to say while it was the practice in former Censuses to record the actual facts as found between 7 P.M. and 12 Midnight on the night of the Census a man, though temporarily absent from his usual place of residence, being ordinarily omitted and one who had arrived, though temporarily, being included in this Census, it has been decided to continue ~~that~~ a person ~~would be continued~~ against his usual place of residence

even though he may be temporarily absent on the final day of the Census, and ~~that~~ to ignore purely temporary arrivals, ~~should be ignored~~. It therefore makes little difference whether the persons enumerated are actually found at home or not at the time of the final Census. The final check may therefore be made as well during the day as during the night. In the draft now submitted "the day of the Census" has therefore been substituted for "the Census night" wherever it occurred in the Code of 1931. This change has the further advantage that it obviates train enumeration, jatra and shandy enumeration, etc., which used to involve a great deal of trouble during the previous Censuses.

3. The practice of writing the particulars first in schedules and then copying them on to slips involved a great deal of time and expenditure. Slip copying would take about two to three months and would cost nearly Rs. 30,000/- Enumeration directly on to slips entails no additional labour on the enumerator, as the very same information that he was writing in the schedule is now required to be noted on the slip. The proposed system was tried with great success in Baroda during the last Census and it is that success that has induced the Census Commissioner to recommend it for general adoption all over India. In the draft now submitted the words "Enumeration pad" have therefore been substituted for "Schedules".

4. The draft Code, with the two modifications, the necessity for which have been explained, may kindly be approved.

I have the honour to be,

Sir,

Your most obedient servant,

Census Superintendent.

Appendix F G—1]

SUBJECT.....

.....

.....

Section Census
File No. 35-39
Serial No. 2

Diary No. of letter replied to.....

No. G 10154,

To The Census Superintendent
in Mysore

General and Revenue Secretariat

( )

the 19

Sir,

Date of issue 6/6/40

With reference to your letter
No. 1077 dated 25.5.40 forwarding
Part I of the Mysore Census Code
1941 (provisional) for the approval of
Govt and stating that the draft code
is based on the Census Code of 1931
and that under the instructions of the
Census Commr for India and in
accordance with the decisions arrived
at during the Census Conference in
Delhi in February 1940, two important
in the present Code
modifications have been introduced, etc.

Signed by .....

List of enclosures.....

Copied by .....

Examined by.....

WD 03695—GPB—30,000—29-1-40

I am directed to convey the approval of Govt. to the Mysore Census Code of 1941 (Part I) ~~together with the~~ Modifications proposed.

I have etc.
C. 5/6
Sd/- Secretary to Govt.
Dev. Dept.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat 6th June 1940.

Dated, Bangalore,

No. 10154/ Census-35-39-2

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To

The Census Superintendent in Mysore,
Bangalore.

Sir,

With reference to your letter No.1077 dated 25th May 1940 forwarding Part I of the Mysore Census Code 1941 (Provisional) & for the approval of Government and stating that the draft code is based on the Census Code of 1931 and that under the instructions of the Census Commissioner for India and in accordance with the decisions arrived at during the Census Conference in Delhi in February 1940, two important modifications have been introduced in the present code etc, I am directed to convey the approval of Government to the Mysore Census Code of 1941. (Part I)

I have the honour to be,

Sir,

Your most obedient servant,

Dft

For SECRETARY TO GOVERNMENT,
DEVELOPMENT DEPARTMENT.

PROVISIONAL.

Draft Copy

MYSORE CENSUS CODE, 1941

PART I.

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CODE OF INSTRUCTIONS FOR THE CONDUCT OF THE EIGHTH CENSUS OF MYSORE, 1941.

PART I.

CHAPTER I.

INTRODUCTORY.

SECTION I.

1. **Date of the Census.**—The eighth decennial Census of Mysore will be taken everywhere on Saturday the 1st March 1941.

2. **Census Procedure Code.**—The instructions for the conduct of the different stages of the Census operations will be issued in the form of a Code, part by part, as the various stages are reached. The present issue is provisional and subject to revision later as necessity arises.

3. **Circulars.**—The instructions in the code will be supplemented by the issue of circulars whenever necessary.

4. **Main Heads of Work.**—Census operations may be grouped in the order of sequence under seven heads as follows :—

(i) **The provisional formation of Census Divisions.**—In this stage Taluks, Towns and Cities are formed into Census divisions called *Charges, Circles and Blocks* for convenience of enumeration and supervision, and the names are compiled of persons who may be put in charge of Census work in the various divisions

(ii) **House-numbering.**—All houses and buildings which are likely to be inhabited on the day of the Census are marked with numbers for census purposes. This numbering is different from any numbering which may have been carried out for Municipal or Khaneshumari purposes.

(iii) **The final formation of Census Divisions.**.—The *provisional* arrangements made in the first instance are confirmed or modified in the light of the information about the exact number of houses as ascertained by house numbering.

Departments, village officers, the subordinate staff of municipal and other local bodies, and influential non-official persons who may volunteer their services will, as usual, be called on to assist in taking the Census.

8. **Co-operation of the public.**—Every person of whom help may be lawfully required for the purpose of the Census is bound under the Census Act to assist and co-operate to the best of his ability.

9. **Obligation to answer questions.**—Every person of whom any question may be legally asked for the purpose of the Census is bound under pain of penalties provided by the Census Act to answer such question to the best of his knowledge and belief.

10. **Census Forms.**—All forms required will be got printed and supplied to local officers, according to instructions issued from time to time by the Census Superintendent.

SECTION 2.

Definition of Terms.

11. **Special terms defined.**—The special terms employed in connection with Census work are defined and explained below.

A. Census Officers.

12. **Census Officer.**—*Census Officer* means any person appointed by the Government or other competent authority to take, aid in, or supervise the taking of, the Census within any specified local area.

13. **Divisional Census Officer.**—*Divisional Census Officer* means the officer in administrative charge of the Census work of a group of *Charges* as defined below.

In the districts the Assistant Commissioner in charge of a Revenue, Sub-Division, subject to the general control and supervision of the Deputy Commissioner, is the Divisonal Census Officer in respect of the taluks and sub-taluks belonging to his sub-division. If the Deputy Commissioner holds *direct* charge of any taluk or sub-taluk, he will himself be, or appoint any of his Assistants to be, the Divisional Census Officer for such taluk or sub-taluk. In the city areas and town charges Divisional Census Officers will be appointed in consultation with local officers.

(iv) **The appointment and training of Census Officers.**—Enumerators and Supervisors entrusted with census work in Blocks and Circles are formally appointed and trained in their duties by oral instruction and by means of practice schedules.

(v) **Preliminary enumeration.**—A preliminary record of particulars regarding every occupant of every house in each Census division is made on a printed slip about one month preceding the date of the final Census.

(vi) **Final enumeration.**—The entries in the *slips* made during preliminary enumeration are checked up by house to house enquiry so as to bring them into conformity with the actual state of things on the day of the Census.

(vii) **Despatch of provisional summaries.**—A short abstract of the total number of houses and population under certain specified heads is made and forwarded to the Central Office.

It will be noticed that for the next census there will be one important departure in procedure. In the former censuses, the particulars regarding every occupant of a house were first noted in a printed form called the Schedule and after the date of the final enumeration these particulars were copied on to slips—at the rate of one slip to each individual. At the next census, the particulars will be entered directly in slips which will be supplied in bound books containing 100 or 50 slips each.

5. **Work of the central office.**—The statistics of population will then be abstracted and tabulated under various classified heads of religion, caste, birth-place, language, occupation, *etc.*, by the central office (under arrangements which will be described later on) and reviewed in a report.

6. **Executive Agency for the several operations.**—The operations in the districts will be carried out by Deputy Commissioners with the aid of Assistant Commissioners in charge of sub-divisions and of Amildars.

In the City areas and towns these operations will be carried out by the Presidents of the respective Municipalities assisted by the Vice-Presidents and Chief Officers.

Separate arrangements will be made for the Census of Railway Stations and other buildings on Railway lines as will be described in the chapter on the Census of Railways.

7. **Subordinate agency for taking the Census.**—Under the Census Act, Government and any authority to whom Government may delegate their power in this behalf, may appoint any person to take, or aid in, or supervise the taking of the Census of any specified local area. Government officials of all

14. **Charge Superintendent.**—*Charge Superintendent* means the Officer entrusted with the general superintendence of a charge as defined below. The Charge Superintendent in rural areas is generally the Amildar of the Taluk.

15. **Supervisor.**—*Supervisor* means the officer in executive charge of a Census Circle as defined below. He is usually an officer of the status of a Revenue Inspector in rural areas.

16. **Enumerator.**—*Enumerator* means the person appointed to take the Census of one or more contiguous *blocks* as defined below.

B. Census Divisions.

17. For the purposes of the Census, the whole State will be divided into "City areas," "Town areas" and "Rural areas."

18. **City area, City.**—"*City area*" *or* "*City*" means the territory included within the limits of any one of the following:—the Bangalore City Municipality, the Mysore City Municipality, and the Mining and Sanitary Board area of the Kolar Gold Fields, as defined by Government notifications issued in this behalf.

19. **Town Area.**—"*Town area*" or "*Town*" means a Municipality (except Mysore and Bangalore) constituted as such by means of a Government notification issued in that behalf, and embraces *all* lands included within such Municipality by such notification whether such lands belong to the revenue survey village of the same name or to neighbouring villages. Thus the "town" of Davangere, will include not only lands of the Davangere revenue village, but also such lands of the neighbouring revenue villages, of Anekonda and Nituvalli as are included within the municipal limits of Davangere town as defined by the notification constituting the Municipality of Davangere.

20. **Rural area.**—All the rest of the State will be regarded as *rural area.*

21. **Village.**—*Village* means the rural area constituted into a village by the Revenue Survey Department, and includes not only the village site or *gavtan* but all *hamlets* or *majares* attached thereto, as well as *all* lands belonging to it, but not lands which may have been included within the municipal limits of any town. Such *gavtans,* hamlets, or *majares* may or may not be denominated by any separate name and may or may not contain any houses. Bechirak or depopulated villages, and tracts never inhabited,

such as *Amanikere*, *Nalahanta*, and *Kaval* villages, will also be regarded as villages. The sole test is whether or not the tract has been separately measured and mapped as a unit of Revenue Administration and included in the latest authorised list of villages.

22. **Mohalla.**—*Mohalla* or *Ward* means the area comprised in any separate and well defined local or municipal sub-division of any city or town area.

23. **House.**—*House* means and includes any building or temporary structure which is used as a dwelling house permanently or temporarily or which is likely to be inhabited on the day of the Census and to which a separate number will consequently be affixed for Census purposes. The term Dwelling House is defined in Chapter III.

24. **Blocks.**—*Block* means the smallest Census Unit containing from 40 to 50 houses and forming the charge of an Enumerator.

25. **Circle.**—*Circle* consists of a compact group of 10 to 15 *blocks* under a *Supervisor*.

26. **Charge.**—*The Charge* is a group of *circles*, under a Charge Superintendent who exercises general supervision over the Census operation in the area in his jurisdiction. It usually corresponds to some recognised administrative division, such as a town, a taluk, or sub-taluk or a portion of such consisting of a certain number of entire hoblies, or one or more local sub-divions of City areas.

27. **Special tracts.**—There will be no *Special tracts* called *Non-Synchronous and Estimated Tracts* for the next census as the final census will be taken during the day beginning from sunrise.

C. Census Forms.

28. **Charge List.**—A Register is made of villages, wards, and mohallas, for rural, town and city areas, respectively, which gives certain details for every village, ward and mohalla with a view to facilitate the *corstitution* of Census Divisions and the *appointment* of Census Officers for their charge. This is called the *Charge List* (See forms 1 and 1—A).

29. **Circle List.**—An extract from the Charge List showing for each circle, the villages which it contains, the blocks into which each village is divided, the number of houses in each block, and the names of the Enumerators and Supervisor in charge is called the *Circle List.* (See form 2).

30. **House List.**—The *House List* (See forms 3 and 3 A) is a form showing for each village, ward, or mohalla, the Census number of every house, the description of the house, and the name of the head of each family.

31. **Block List.**—The *Block List* (See form 4) is an extract from the House List containing particulars for every block in the Village, Ward, or Mohalla. Where a village is formed into *only* one block, the Block List and the House List will therefore be *identical.*

32. **General Enumeration Pad.**—The *General Enumeration Pad* (See form 5) is the Pad on which the enumeration of the general population is recorded.

33. **Household Enumeration Pad.**—The *Household Enumeration Pad* (See form 6) is the name given to the pad issued to heads of families (households) who desire to fill up the return for their households themselves instead of being enumerated by the Enumerator of the block.

34. **Specimen Enumeration Pad.**—The *Specimen Enumeration Pad* is a book in which typical entries are printed in illustration of the mode of enumeration

35. **Practice Enumeration Pad.**—The *Practice Enumeration Pad* is the book issued for the purpose of training Census officers, and testing their knowledge of enumeration work. It will be printed in red ink to distinguish it from the general enumeration pad.

36. **Cover.**—*The Cover* (See form 7) is the piece of stiff paper forming the facing sheet of the enumeration pad. Provision is made on it for entering the descriptive particulars of the block, the names of the Census Officers concerned, a record of the progress of the operations, and the Enumerator's abstract.

37. **Enumerator's abstract.**—*Enumerator's abstract* is a short summary giving the number of houses, and of persons in each block, and forms part of the cover. It is prepared by the Enumerator the morning after the Census. It can be cut and filed separately when it has been tested and found correct.

38. **Circle Summary.**—*Circle Summary.*—(See form 8) is a compilation for the circle of the totals shown in the Enumerator's abstract.

39. **Charge Summary.**—*Charge Summary* (See form 9) is a compilation for the Charge of the totals shown in the Circle Summaries.

Note.—Forms 4 to 9 will be prescribed later on and included in Chapter IV of the Code.

CHAPTER II.

PROVISIONAL CONSTITUTION OF CENSUS DIVISIONS.

SECTION 1.

General Rules.

40. **Provisional Scheme of Census Divisions.**—*A provisional* scheme of Census Divisions should be drawn up for each charge in form 1 (Charge List). The instructions appended to it explain how the provisional arrangement is to be effected.

41. **The principle rule in the constitution of Census Divisions.**—Blocks, Circles, and Charges, are *artificial* Census Units. The final Census tables will be drawn up only for *administrative and revenue Units*, like village, hobli, town, city, taluk, or district. The artificial census units should therefore be so formed that an entire number of them will constitute a single administrative or revenue unit. That is to say, a number of entire blocks should form one Village and a number of entire circles a Hobli and so on.

42. **Constitution of a Charge in Urban and Rural areas.**—Every Taluk or Sub-Taluk and every Town Municipality should be constituted into a single and separate charge and the Minor Municipalities like Malur and French-Rocks may also be constituted into *separate* charges at the discretion of the Deputy Commissioner.

In such cases, the town charge will be coterminous with the Municipal limits, the Taluk charge comprising the rural area outside the Municipal limits.

43. **Constitution of a charge in the case of City areas.**—City areas may be divided into two or more Charges at the discretion of the President or the Municipal Commissioner according to convenience. In such cases each Charge should consist of one or more entire Wards or Mohallas, *i.e.*, no Ward or Mohalla should be partly in one charge and partly in another.

44. **Taluk charge should be single.**—No Taluk or Sub-Taluk should be split up into two or more independent charges.

45. **Assistant Charge Superintendents.**—If the Deputy Commissioner considers that any Taluk will be too heavy a charge for a single Superintendent, he may appoint another executive officer of similar rank, as Assistant Charge Superintendent to help the Amildar in out-door work all over the charge. The

Taluk Sheristedar may be appointed Assistant Charge Superintendent to help the Amildar in *Office* work.

46. **How circles should be constituted.**—The following considerations should be kept in view in constituting circles :—

(i) A circle should ordinarily consist of a compact group of about 10 to 15 blocks or 400 to 600 houses.

(ii) In forming circles in city areas it is desirable to keep to the circles formed during the last census for purposes of comparison and at the same time to adhere to the natural divisions as for example Chamarajpet, Shankarapuram, etc., in Bangalore City.

(iii) A circle should not be *larger* than the area in which a supervisor can efficiently discharge his duties namely checking house-numbering, training Enumerators, testing preliminary enumeration, and superintending the *final* enumeration on the Census day. No Supervisor should be put in charge of more than one circle.

(iv) If a sufficient number of Supervisors is available, it would be better to constitute a *large* number of small circles.

(v) The *distance* to be traversed is as important a consideration as the *number* of blocks and houses to be dealt with. In hilly and *inaccessible* tracts or where the villages are situated far apart from one another, the circles should be composed of fewer villages. Such circles should also be assigned to Supervisors drawn from the executive service, in preference to ministerial officials, as the former are more likely to have some means of conveyance.

(vi) Every hobli in the case of rural areas, every ward in the case of town areas, and every mohalla or division in the case of city areas should be divided into an entire and coterminous number of circles. In other words, villages from different hoblies or blocks from different wards or mohallas, should not be mixed up in one and the same circle.

47. **Partition of Hoblies into Circles.**—Small Hoblies may be constituted into Single Circles each under its Revenue Inspector as Supervisor. Larger hoblies should be broken up into an entire number of circles.

48. **Constitution of blocks.**—The chief points to be borne in mind in constituting blocks are the following :—

(*i*) A block should consist of a compact group of about 40 to 50 houses.

(*ii*) In rural areas it should consist of a single *small* village or a compact part of a large village. Every uninhabited village should be formed into a separate block and should be given a number. It is not necessary, however, to appoint separate enumerators for such blocks. They may be entrusted to an enumerator of an adjoining village.

(*iii*) Care must be taken not to mix up *different* villages, or parts of different villages in the same block. In other words, a block should not lie partly in one village and partly in another.

(*iv*) In city and urban areas, blocks should have boundaries (such as streets and lanes, or public drains) which can easily be identified. While dividing a charge into circles and blocks it is desirable to keep in mind the natural distribution of the population according to community and occupation. For instance certain portions of the city may have a noticeable congregation of Christians, or Musalmans or Hindus and certain other parts may be favoured by Artisans or Millhands or Tradespeople. For purposes of study of housing and economic conditions of different strata of society and of the several communities, it would be convenient to have as far as possible, blocks and circles comprising different strata of society or different communities. If a revenue village or a portion of a revenue village has been included within the limits of a municipality since the date of the last Census, such village or portion should be formed into a distinct block or blocks and the portion lying outside the municipal limits should be treated as a separate village for census purposes.

(*v*) Blocks should be of a size neither too small nor too large. The number of houses in each block should be such that in the particular locality a single enumerator may reasonably be expected to carry out the final enumeration of its inhabitants on the day of the Census. If the houses are close together an enumerator can deal with 50, or even 60 houses in the time. If they are scattered, the number must be reduced. If they are in a locality where arrivals and departures between preliminary and final record will be few or none, as in interior villages far away from the road, the number may be increased.

(*vii*) In the case of detached hamlets far apart from one another each hamlet should be constituted into a separate block. If the distance between them is not great and the number of houses in each hamlet is small, two or more hamlets may be clubbed together. The aggregate number of houses on the whole should not however exceed fifty and the identity of the hamlets must be preserved.

(*viii*) Provided a sufficiently large number of Enumerators is available, it is better to constitute a large number of small blocks.

(*ix*) If there is a paucity of Enumerators, one Enumerator may be appointed to enumerate two or more contiguous blocks, provided the *combined* area or group of houses is not too heavy for a single enumerator. But the Census *records* of each block should be kept separate ; that is to say, each block should have a separate Block List and separate Enumeration Pads.

(*x*) Unenclosed cart-stands and landing places which cannot conveniently form part of an ordinary block should be formed into special blocks.

49. **Use of maps.**—The Taluk map in the case of rural areas, and the Topographical survey maps of the City or Town in the case of City and Town areas, will be found indispensable in the constitution of Census divisions. Two copies of the map of each taluk and sub-taluk will be supplied to the Amildar and Deputy Amildar concerned. It is believed that the maps of Towns and Cities will be available locally.

SECTION 2.

Special arrangements in City and Town Areas.

50. **Special arrangements for certain institutions.**—Special arrangements will have to be made by the Presidents and Municipal Commissioner of City areas for the Census of the Palace in communication with the Palace authorities. So also for the Census of the Jails, Hospitals, Barr and Silledar lines and similar institutions within city and urban areas, in communication with the officers in charge of them. These institutions should be treated as separate blocks, the Charge Superintendent, by personal inspection and suggestion, seeing that the Enumerators employed do their work correctly.

51. **Distinction between rural and other areas.**—Special care should be taken to distinguish between land included in city and town areas, and that included in rural areas with reference to the notifications constituting the Municipalities. All houses situated on lands included within municipal limits should be included in one or other of the blocks belonging to the city or town as the case may be, and the rest included within the blocks of the revenue village.

52. **Overlapping villages not to be omitted.**—No village shown in the printed list maintained in the records should be omitted in the charge list, merely on the ground that it has been included wholly or partly within the limits of the City or Town. It should be shown in the Charge List, and divided into blocks just like any other village and a remark made in column 18 as to which of the blocks are included in the municipality.

53. **Scrutiny of Charge Lists.**—After Charges, Circles and Blocks have been *provisionally* constituted and columns 1 to 12 of the Charge List (form 1) and 1 to 10 of para 1A have been written up, the lists will be forwarded to the Census Superintendent for scrutiny through the Divisional Census Officer and the Deputy Commissioner (or President) not later than 1st June 1940. The Census Superintendent will return the Lists to the Charge Superintendents through the same channel with such remarks as may be called for by the 15th June 1940.

CHAPTER III.

NUMBERING OF HOUSES AND OTHER BUILDINGS.

SECTION 1.

What buildings to be numbered.

54. **General rule regarding the numbering of houses.**—All dwelling houses whether occupied or unoccupied and all enclosed places likely to be inhabited on the day of the census should be systematically numbered in every village, town and city.

55. **Dwelling house defined.**—A *Dwelling house* is a *house* or a *portion* thereof occupied by a single commensal family including its resident servants. *Commensality* or the *taking of meals together* is the *test* by which one family or one *dwelling* house is to be distinguished from another.

56. **Numbering of sub-tenements.**—If only *one* commensal family resides in a house, only a single number will be affiixed to the door of the principal entrance to that house.

If two are more commensal families reside in the same house, a separate number should be affixed to the "*dwelling house*" of each such family.

If each such family has a separate entrance, the Census number will be affixed to the door of such separate entrance.

If all the families use the same common entrance, the number will be affixed to the common entrance thus, 50-54.

Even when the component tenements have separate entrances, it is better to paint the whole series of numbers on the door of the main common entrance in addition to affixing them to *each* of the *dwelling house* concerned as a precaution against the Enumerator overlooking any of them.

57. **Other buildings should also be numbered.**—Mills, Factories, Barr and Silledar lines, Matts, Makans, etc., should receive a number each in the same way as ordinary dwelling houses. So also should Public Offices, Temples, Shops, (subject to the provision in para 60 below) Chattrams, Dharmasalas, Travellers' Bungalows, *enclosed* Cart-Stands and Temporary Sheds for accommodation of coolies.

58. **Object of numbering all buildings.**—The object of numbering buildings other than dwelling houses is to ensure that the Enumerator visits every building in which, by any chance, persons not censused in dwelling houses may be found on the day of the Census.

59. **What buildings etc., need not be numbered.**—Ruined houses might be omitted. Unbuilt house sites which are some times numbered in the accounts for *Khaneshumari* or municipal purposes need not be numbered; nor cow-sheds, stables and out-houses, which are not likely to be inhabited before the day of the Census; nor incomplete or partly built houses unless there is any likelihood of their being completed before the day of the Census.

60. **Shops in what cases not to be separately numbered.**—Shops which really form part of the dwelling houses of the shop-keepers need not be separately numbered, but they should be separately numbered if they are intended to be let out separately.

61. **Special institutions and buildings.**—In the case of institutions like the Mental Hospital and Leper Asylum at Banalore, Hospitals, Jails, Lock-ups, Students' Homes and other public charitable, religious or educational institutions, and also Choultries, Hotels, Boarding Houses, Lodging houses, or Clubs under public or private management, separate numbers should be given to each building used for a distinct purpose. For example Nurses' quarters and buildings used as important wards should be separately numbered.

62. **Railway buildings between distant signals.**—Railway buildings, including railway servants' quarters situated within the railway fence (or boundries) and between the distant signals of a station though they may be geographically within the limits of a city, town, or village, will be numbered and censused separately by Railway authorities, and the results communicated to the Deputy Commissioner of the District (or President of the City Municipality) concerned for incorporation with the abstracts relating to such District (or city).

63. **Railway buildings beyond distant signals.**—Such buildings as are situated beyond the distant signals of a station whether within or without the Railway fence though they may be the property of the Railway Administration or are only tenanted by Railway Servants, should be numbered by the ordinary local authority with a view to the occupants being censused along with those of the houses of the city, town or village within the boundaries of which they stand.

64. **Unenclosed cart-stands and landing places how dealt with.**—*Unenclosed* cart-stands, encamping grounds, and landing places on river banks, need not be numbered. But as the Enumerator has to visit them on the day of the Census their names should be entered in the house list at foot without separate numbers.

Section 2.

Details connected with house numbering.

65. **Agency.**—The numbering should be carried out by municipal officials within municipal areas and by village and local officials elsewhere.

66. **Beginning and completion of numbering.**—The work of house-numbering should begin on such date after the 1st June 1940 as the Deputy Commissioner or President will fix. It should be finished as early as possible, and not later than the 15th September 1940.

67. **The numbering should be serial.**—The numbering should be continuous for a whole village in rural areas and for a municipal division in city and town areas. It must follow the order in which it will be most convenient for the Enumerator to visit all houses with the minimum of time and trouble. A new serial should be given for each village or municipal division. Even in cases where houses have been numbered in some other way for other purposes, houses should be numbered separately for Census purposes, but may preferably follow the same order.

68. **Hamlets, suburbs, to be included in the numbering.**—Where a village or town contains one or more hamlets, or suburbs, the series for the entire village or town including hamlets or suburbs should be one. It should begin with the *kasba* or *asli* village and run through all the hamlets and include *tandas* of Lambanies, huts of Korachars, Koramars, Soligars, nomadic Wodders, and the quarters of Adikarnatakas, etc. Isolated structures, such as ghat police stations, ukkads (outlying watch or guard houses), Idigars' huts and the residences of raiyats constructed on survey fields, which may not be within the recognised boundaries of the village site and the like, should not be forgotten. For convenience of identification or reference and for help in the formation of Census Blocks, the isolated localities or suburbs may be indicated in the house list by a red ink entry written across the columns just above the line where the first of the houses in that locality is written.

69. **House-numbering in overlapping areas.**—Whenever a town or a city and a village *overlap* one another the series for the town or the city should be distinct and separate from the series for the village. Thus in the illustration selected for distinguishing between a town and a village (*vide* Art. 19), there would be *one* series for the Davangere town and another *separate* series for the houses (if any) in each of the adjacent revenue villages of Davangere, Anekonda and Nituvalli, outside municipal limits.

70. **Distinguishing marks for the first and last numbers of each block.**—As a village (or mohalla) may be divided into several blocks and as the numbering will be serial for the whole village or mohalla, the first and last numbers of each block, say, 1-30 in a village or mohalla of 100 houses, may be distinguished by special marks for the convenience of the Enumerator, say a (triangle) Δ around the first number and a (circle) round the last number 30.

71. **Omissions should be avoided.**—Every effort should be made to guard against omissions. A number should be given to every house under construction which is likely to be finished or occupied by the time of the Census. If by any chance any building be left unnumbered by oversight or be built after the numbering has been completed, it should be given the same number as the house adjoining it, but with the addition of a sub-number. Thus, if one or more houses be omitted or built between Nos. 56 and 57, they should be numbered 56/1 and 56/2 and so on.

72. **Numbers how to be inscribed.**—The number should be inscribed in paint of some colour. Such colour should be the same for the entire series of numbers in a city, town or village. The figures should be painted on white ground over the doorway or some conspicuous part of the front wall of the house. The figures should not be exposed so as to be washed out by rain or obliterated by accident or tampered with by children. The occupants should be warned not to obliterate the numbers by white or colour washing on the occasion of feasts, festivals, etc., until 31st August 1911, as the obliteration of census house numbers is punishable under the Census Act. The number should, if possible, not be painted on the door itself. In the case of the huts of the poorer clases with no wooden doors, low mud walls and high conical thatched roofs, the number may be painted on a piece of tin or wood, a brick or tile, or even a block of stone, and the principal occupant of the house told to preserve it.

73. **Material and tools for painting numbers.**—In the absence of anything better, the white ground may be chunam on a wall or a door-way, and the material may be tar or red ochre, made up with a little oil of some sort. The brush may be made of the leaf stem of a date tree, or the flower stem of a cocoanut tree or such other inexpensive material.

Amildars should make up whatever mixture is decided upon at the Taluk Office and distribute it to village officials, if it cannot be prepared in the village itself. In town and city areas paint such as is used by the Excise Department for numbering trees might be used.

74. **English and Kannada figures for the numbers.**—The figures painted may be English in City areas and in District towns, and other municipal towns at the discretion of the Deputy Commissioner. Elsewhere they should be in Kannada. They should be two or three inches long.

75. **Old Census numbers to be obliterated.**—To avoid mistakes any numbers of previous Censuses on houses should be obliterated when the new numbers are painted. This can be done by drawing a couple of lines with the numbering brush through the old figures.

SECTION 3.

House lists and Block lists.

76. **House list to be prepared in duplicate.**—Immediately after numbering dwelling houses and other buildings as above, the village officials should prepare the house list. The list should be prepared in duplicate and in forms 3 and 3A.

77. **Disposal of the house lists.**—Both copies of the lists should be sent to the Charge Superintendent's Office. They should be made up into files for each circle there, one copy being given to the Circle Supervisor and the other lodged with the Charge Superintendent.

78. **Block Lists.**—Block lists for each block which are extracts from the house lists should be made in the Charge Superintendent's Office in the months of October and November.

SECTION 4.

Miscellaneous.

79. **Need for care.**—Full and accurate house numbering is the basis of the Census and it is essential that house numbering should be accurate and the house lists complete. Amildars and Municipal officers cannot give too much attention to the correct and efficient conduct of this operation in their charges.

80. **Procedure in case of doubt.**—In cases of doubt or difficulty in the application of Articles 58 to 60 it is better to give a number to a building than to withhold it.

CHAPTER IV.

FINAL CONSTITUTION OF CENSUS DIVISIONS AND APPOINTMENT OF CENSUS OFFICERS.

81. **Completion of entries in charge list.**—After house numbering is finished, the Charge Superintendent will formulate *proposals* for the final constitution of Census Divisions and the appointment of Census officers by filling up columns 13 to 17 o) the Charge List (form 1) and 11 to 15 of charge List (form 1-A.f

82. **Census maps.**—The boundary lines of the existing hoblies, mohallas, or wards, in the taluk, town or city, should first be marked in the 'map with *blue pencil.* The boundary lines of circles as finally formed should then be neatly marked in *red pencil.* The number of the circle. The serial number of blocks into which each village or mohalla or ward is divided should be indicated by figures in *black* neatly written near the name of the village or mohalla respectively. [should be noted in the roman figures in red pencil and the serial number of the village as in the charge Register should be noted in ordinary English figures in blue pencil below the village.

83. **Submission of charge lists and maps to the Deputy Commissioner or President.**—These maps together with the Charge lists referred to in Article 81 will be submitted to the Deputy Commissioner (or President) through the Divisional Census Officer for approval of the arrangements proposed.

84. **Transmission to the Census Superintendent.**—The Deputy Commissioner (or President) will either confirm the arrangements proposed by the Charge Superintendent or make any changes which he may consider necessary, and transmit the lists and maps to the Census Superintendent for final ratification not later than 1st October 1940.

85. **Final constitution of Census Divisions.**—The Census Superintendent will return the lists and maps to the Charge Superintendents through the same channel with any remarks that may be necessary. The constitution of Census divisions will then be final.

86. **Formal appointment of Enumerators and Supervisors.**—As soon as the Charge Superintendent's proposals in columns 15 and 17 of the Charge List (form 1) and columns 13 and 15 (form 1-A) in regard to the appointment of Enumerators and Supervisors are approved by the Deputy Commissioner or

President and the Census Superintendent, the Deputy Commissioner or President will issue formal orders of appointment to these officers under the Census Act. Divisional Census Officers may be empowered to sign these orders on behalf of the Deputy Commissioners and Presidents. These orders will confer on the Enumerators and the Supervisors the status of public servants. Printed forms of orders of appointment will be supplied in due course.

87. **Circle Lists.**—The Circle Lists (Form 2) should then be prepared in duplicate, and one copy issued to the Circle Supervisor for his use. The other copy should be carefully preserved among the Census records of the Charge Superintendent for reference at the next Census. The Circle Supervisor's copy will ultimately be sent to the Abstraction Office with the Enumeration Books to which it will serve as an index.

88. **Circle Maps.**—Every supervisor should provide himself with a rough tracing of the Census map referred to in Article 82, so far as it relates to his circle. Such a tracing can be easily prepared by using a sheet of thin paper. It is sufficient if the tracing shows the names of the villages comprised in the Circle, their boundaries, and the roads by which they can be easily approached.

YSORE CENSUS 1941.

FORM 1.

Charge List of

.....Taluk
.....Mohalla

INSTRUCTIONS FOR PREPARING THE REGISTER.

(Printed on the cover).

Note.—The instructions have been drawn up with reference to rural areas but apply *Mutatis mutandis* to City areas also. Only columns 1—12 of the Register are to be filled up in the first instance. Columns 13—18 will be filled up after house-numbering is completed.

1. Before proceeding to fill up this Register please read carefully the instructions given in Circular 1, dated the 12th March 1940.

2. Then take the Taluk Map, the "List of Villages' maintained in the Records, and the Charge and Circle Lists of the Census of 1931 and begin to make entries. (If the Charge and Circle Lists of 1931 are not readily available, note this fact and leave columns 5, 7 and 10 blank.)

3. Number the villages in one consecutive series for the whole taluk and do not begin new series for hoblis. Please however indicate clearly when a hobli begins and when it ends by beginning the entries for each hobli on a fresh page.

4. Please enter the villages in *geographical* order, that is to say, bringing together all *contiguous villages which are to be included in the same circle.*

5. Enter all revenue survey villages, unalienated and alienated, *Chirak*, and *Bechirak*, *Kavals*, *Amanikerays*, *Nalahantas*. The names of villages should be the same as those given in the 'List of Villages.'

6. In the case of alienated villages, please note (in brackets after each name) if village is 'Inam,' 'Jodi' or 'Kayamgutta.'

7. As the name of each village is entered in this column, tick it off in the 'List of Villages' to ensure that no village is either omitted or entered twice.

8. Complete entering columns 1 to 12 in respect of each village before taking up the next village.

9. Form a block for every group of from 40 to 50 houses. The number may be smaller than even 40 if the houses are scattered.

10. Villages which have more than 50 houses should be divided into two or more complete blocks. Some houses from one village and some houses from another should *not* be put together to form one block.

11. Form each group of from 10 to 15 blocks into a circle. Please see also that each circle consists of a certain number of entire villages; that is to say, do not split a village and put part of it in one circle and part in another.

12. Let each hobli be one or more complete circles. Some villages from one hobli and some villages from another should not be put together and formed into one circle.

13. Propose two enumerators for each block and two supervisors for each circle or at least three enumerators for every two blocks and three supervisors for every two circles. If in any village no literate person is available, the required number of enumerators for such village may be selected from a neighbouring village and their names entered in column 9.

14. Draw a bracket in columns 10 and 11 against all villages included in the same circle and enter the number of the circle.

15. Please show the total under columns 1, 3, 5, 6, 7 and 8 for each hobli at the end of the entries of such hobli.

16. When the register is filled up, insert a total for each hobli and the grand total for the taluk at the foot of the same columns.

17. Please prepare the Register in Duplicate, keep one copy as office copy and send the other to the Divisional Census officer before 10th May 1940.

FORM 1.

Charge List or General Register.....District.....Taluk.....Town.

Serial number of the village	Number and name of Village according to List of Villages maintained in the records	Dakle Villages or hamlets	Distance of Dakle Village from Asli Village	Provisional				
				Number of houses in each Asli Village and Dakle village according to House-numbering in the Census of 1931	Number of houses according to the latest *Khanesumari*	Number of blocks into which the village was divided during the Census of 1931	Number of blocks into which it is proposed to divide the village now	Name and profession of persons eligible to be appointed Enumerators for each block
1	2	3	4	5	6	7	8	9

FORM 1—*concld.*

arrangements		Final arrangements								
Number of circle in which the village was included during the Census of 1931	Number of circle in which it is proposed to include the village now	Name and profession of persons eligible to be appointed Supervisors for each circle	Number of houses as ascertained by House-numbering for the present Census	Number of blocks into which it is proposed to finally divide the village	Name and profession of the person appointed Enumerator for each block	Number of the circle in which the village is included	Name and profession of the person appointed Supervisor for the circle	Remarks
10	11	12	13	14	15	16	17	18

FORM 1—A.

CHARGE LIST.

..... City

Provisional arrangements										Final arrangements				
No. of the Municipal Division	No. of charge and the name of Charge Superintendent	No. of circles into which each charge is divided		Names and designations of supervisors proposed	No. of blocks into which each circle is divided		Names and designations of enumerators proposed	No. of houses in each block		No. of houses as ascertained by house numbering for the present census	No. of blocks into which it is proposed to finally divide each division	Name and profession of the person appointed enumerator for each block	Serial No. of the circle in which the block is included	Name and profession of the person appointed supervisor for the circle
		Last census	Present census		Last census	Present census		Last census	Present census					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

MYSORE CENSUS 1941.

FORM 2.

Circle List.

District..... Taluk ... .
City..... Charge.....

1. Number (and name if any) of the Circle.....
2. Hobli or Mohalla of which it is part.....
3. Supervisor's name and occupation ... .
4. Date on which Supervisor was appointed

N.B.—Please read the instructions given below carefully before proceeding to fill up the form.

INSTRUCTIONS FOR FILLING UP THE FORM.

1. The details regarding the Circle in the form given above, and details of columns 1—9 within should be filled up in the Charge Superintendent's Office with the aid of the Charge List and House Lists, before this list is issued to the Supervisor.

2. Please enter the details of one block on each horizontal line. If in any exceptional case a *circle* should contain more blocks than you can enter here, please cut and paste blank paper to the bottom of the form and continue the entries.

3. Please note particularly to enter in column 1 the serial number of the village or mohalla entered in column 1 of the Charge List. The villages should be entered in this column *not all at once* but *one after the other* after acertaining how many horizontal lines will be required for entering the particulars relating to each.

4. Please number the blocks serially for each village.

5. In column 6, please note the first and last numbers of the houses in the blocks, thus 1-48; 49-93; 94-147 and so on.

6. Columns 10 to 13 should be filled in by the Supervisor from time to time as the operations progress.

FORM 2.—*concld.*

Serial No. of village as in column 1 of Charge List	Name of village as in column 2 of Charge List	Total number of houses in the village or mohalla	Total number of blocks in village or mohalla	Details of the block: Serial number of block in village or mohalla	Details of the block: Number of first and last houses in the block	Serial number of the block in the Charge List	Enumerator's: Name	Enumerator's: Occupation	Date on which: House numbering in block was checked by Supervisor	Date on which: Preliminary Enumeration began in each block	Date on which: Preliminary Enumeration was completed in each block	Date on which: Preliminary record was checked by Supervisor	Remarks by Inspecting Officer (Space on the next page may be used when the remarks are of any length)
1	2	3	4	5	6	7	8	9	10	11	12	13	14